

## **THE NEVADA STATE BOARD OF COSMETOLOGY**

### **MINUTES OF MEETING DATED AUGUST 15, 2005**

The meeting of the Nevada State Board of Cosmetology is called to order by E. LAVONNE LEWIS at 9:08a.m. on Monday, August 15, 2005.

#### **Present are:**

E. Lavonne Lewis	Mireille Alfa
Acting Board Chairman	Board Member

Gloria Alexander	Linda Zesiger
Secretary/Treasurer	Board Member

Larry Walthers	Kara Lamb
Board Member	Board Member

Bonnie Schultz  
Board Member

#### **Also present are:**

Mila Ortiz-Brothers, Executive Director  
Annie Curtis, Field & Office Assistant (Acting Chief Inspector)  
Karen Crowley, Administrative Assistant III  
Gwen Bell, Acting Testing Administrator  
Deputy Attorney General, George Campbell

1. Acting Chairman E. Lavonne Lewis expressed thanks and appreciation for immediate past Chairman David Austin for his excellent leadership.
  - a. Chairman Lewis welcomes new board members Larry Walthers and Bonnie Schultz.
2. Consideration and approval of the Agenda and its posting.  
**POSTING ATTESTED BY: MILA ORTIZ-BROTHERS**  
**MOVE TO APPROVE – MOTION MADE BY LARRY WALTHERS**  
**SECONDED BY GLORIA ALEXANDER**  
**ABSTAINED – BONNIE SCHULTZ**  
**MOTION CARRIED**
2. Consideration and approval of Meeting Minutes for April 18, 2005 Board Meeting.  
**MOVE TO APPROVE – MOTION MADE BY LINDA ZESIGER**  
**SECONDED BY KARA LAMB**  
**ABSTAINED – BONNIE SCHULTZ AND LARRY WALTHERS**  
**MOTION CARRIED**
3. Consideration and approval of the Treasurer Report.  
**MOVED TO LATER TIME PER GLORIA ALEXANDER**

4. Report from Executive Director
- A. Initial Assessment Follow-up
- B. Executive Director (ED) asked for consideration and approval from Board to bring Payroll in-house.
1. Board asked about contract with ADP.  
ED Advised that ADP's contract could be released with a 30-day written notice.
  2. Board asked about YTD figures and Karen explained that these figures could be "adjusted" and balanced with ADP.
  3. Board asked about W2s. Karen explained that they would be correct based on the adjustment made on YTD figures.
  3. Board approved in-house payroll set-up with QuickBooks to be reassessed in 3-6 months.

**MOTION MADE BY: Gloria Alexander**

**SECONDED BY: Kara Lamb**

**OPPOSED BY: Larry Walthers**

**MOTION CARRIED**

- C. ED asked for consideration and approval to hire two Field and Office Assistants in Reno.
1. Board discussion regarding Reno Inspection needs.

**MOTION TO HIRE ONE FIELD & OFFICE ASSISTANT MADE BY: Linda Zesiger**

**SECONDED BY: Gloria Alexander**

**NAYS: Gloria Alexander AND Kara Lamb**

**MOTION CARRIED**

**AMENDED MOTION MADE TO HIRE TWO FIELD & OFFICE ASSISTANTS MADE BY: Linda Zesiger**

**SECONDED BY: Gloria Alexander**

**AYE: Kara Lamb, Gloria Alexander AND Linda Zesiger**

**NAY: E. Lavonne Lewis, Larry Walthers, Bonnie Schultz and Mireille Alfa**

**MOTION FAILED**

- D. ED explained how lists and Record Books contained assigned license numbers were being input into the computer.

1. Board requested three updated quotes on getting files scanned in digitally.

- E. ED discussed Testing vendor situation:

1. Testing with NIC is going very well.
2. NIC and SMT are easy to work with and responsive.
3. Emergency Contract is only for 6 months – RFP is being prepared by State Purchasing Dept.
4. Previous RFP's that had been prepared in-house did not comply with state procurement process.

**MOTION MADE TO ESTABLISH TESTING VENDOR PROPOSAL EVALUATION COMMITTEE MADE BY: Kara Lamb**

**SECONDED BY: Bonnie Schultz**

**MOTION CARRIED**

**NAMED TO COMMITTEE BY ACTING BOARD CHAIRMAN E. Lavonne Lewis:**  
**Laurie Thomas – Prater Way School – Reno**  
**Sandy Dunham – Academy of Hair Design – Las Vegas**  
**Bonnie Schultz – Board Member - North**  
**Annie Curtis – Acting Chief Inspector**  
**Linda Zesiger – Board Member - \*\*\*Committee Chairman\*\*\***

**11:00am BREAK IS CALLED**  
**RESUME 11:15AM**

- F. ED discussed failure rates among Spanish candidates on written test.
  - 1. Larry Walthers advised that NIC is constantly trying to address this issue and that the test has to be written in “proper” or Castilian Spanish even though there are many other dialects.
  - 2. ED advised that a Vietnamese test should be available. Currently there are English tests given to Vietnamese students and an interpreter translates the test.
  - 3. Board discussed tests in other languages and the availability thereof pursuant to NRS 644.235(b).
- 5. Consideration and approval of request (by Executive Director) for new position to be added to organization – ‘Testing Administrator’.
  - a. Board requested Mr. Larry Walthers to do an assessment of the existing Testing Department and see if the position was needed and whether or not an Admin was needed for this department.
  - b. Table new title for now and refer to Gwen Bell as “Testing Coordinator”
  - c. Testing Coordinator should not “Rate” and be available on the phone and for coordination.
- 6. Petition to Appear:
  - a. Gerri DiBartolo: Requesting for permission to apply for Electrolysis Licensing.  
**MOTION TO ALLOW MS. DIBARTOLO TO TEST (written and practical)**  
**MADE BY: Bonnie Schultz**  
**SECONDED BY: Linda Zesiger**  
**MOTION CARRIED**
  - b. Sherry Pearce: Requesting outcome and clarification on NAC 644:140.  
**SHERRY PEARCE WAS NOT IN ATTENDANCE.**
  - c. Paula Steinmetz: Requesting to be able to apply “Temporary Airbrush Tattoos” as a manicurist.  
**MS. STEINMETZ WAS NOT IN ATTENDANCE.**
  - d. Virginia K. Warner: Requesting the board over-ride school policies and grant her permission to use her partial credit of 1436.25 Cosmetology hours earned in Utah.  
**MOTION TO ACCEPT AND ALLOW Ms. Warner TO TAKE WRITTEN AND PRACTICAL EXAM (as a Hair Designer) MADE BY: Bonnie Schultz**  
**SECONDED BY: Linda Zesiger**  
**MOTION CARRIED**
  - e. Suzanne Kloud: Requesting clarification on NAC 644.325.2 – contesting warning.

1. Ms. Kloud contested a warning regarding having her walls covered in photographs that this may be considered a “porous material”. After review the board made the following motion:

**MOTION TO APPROVE MS. KLOUD’S PHOTOS AS ACCEPTABLE WALL COVERING MADE BY: Bonnie Schultz**  
**SECONDED BY: Linda Zesiger**  
**MOTION CARRIED**

- f. Prater Way School of Beauty: Moving Location

1. Ms. Laurie Thomas advised the board that Prater Way School of Beauty is moving locations.

After review of the new location specifications the following motion was made:

**MOTION TO APPROVE SCHOOL MOVE MADE BY: Bonnie Schultz**  
**SECONDED BY: Linda Zesiger**  
**MOTION CARRIED**

**LUNCH 12-1:00PM**

**RESUME 1:04PM**

7. Complaint:

- a. Susan Padilla (Inspector II) vs. Chapis Beauty Salon  
Alleging a Violation of NRS 644.430.1 (A) (B) (K) & NRS 644.430.2 (A) (B) (C) or (D).
- b. Susan Padilla (Inspector II) vs. Lidia’s Beauty Salon  
Alleging a Violation of NRS 644.430.1 (A) (B) & (K) and NRS 644.430.2 (A) (B) (C) & (D).

**SEE COURT REPORTER TRANSCRIPT**

- \*8. Discussion and Action on new Legislative Issues (Mila and Lobbyist):

- a. Per LaVonne – must set a committee to review this new legislation and come up with Regs.
- b. Need Northern and Southern representation.

**MOTION MADE TO ESTABLISH REGULATIONS COMMITTEE**

**MOTION MADE BY: Bonnie Schultz**

**SECONDED BY: Linda Zesiger**

**MOTION CARRIED**

**REGULATIONS COMMITTEE ESTABLISHED:**

**Kara Lamb**

**E. Lavonne Lewis**

**Mila Ortiz-Brothers**

**Laurie Thomas – Prater Way**

**Sandy Dunham – Academy of Hair Design**

**Gloria Alexander**

**Larry Walthers**

- c. Committee should meet within 30 days to discuss new legislation.

**2:00 PM**

9. Formal Hearing:

- a. Nancy Reuben vs. Dorothy Rodgers – C04-139

**SEE COURT REPORTER TRANSCRIPT**

**2:30 PM**

10. Election of Board Chairman (and others as necessary)

- a. Acting Chairman E. Lavonne Lewis called for nominees for Board Chairman.  
**MOTION TO NOMINATE E. Lavonne Lewis MADE BY: Gloria Alexander**  
**NOMINATION SECONDED BY: Linda Zesiger**  
**No other nominees were made.**

**MOTION CARRIED**

- b. Board Chairman E. Lavonne Lewis called for nominees for Vice Chairman.  
**MOTION TO NOMINATE Kara Lamb MADE BY Linda Zesiger**  
**MOTION TO NOMINATE Bonnie Schultz MADE BY Gloria Alexander**  
**MOTION TO CLOSE NOMINATIONS MADE BY Larry Walthers**  
**MOTION CARRIED**

**KARA LAMB RECEIVED 3 VOTES (Linda Zesiger, Mireille Alfa & Kara Lamb)**  
**BONNIE SCHULTZ RECEIVED 3 VOTES (Gloria Alexander, Larry Walthers & Bonnie Schultz)**

1. Kara Lamb made a statement that she was not intent on the title and would take it if no one else wanted it but it wasn't that important to her to have it.

**CHAIRMAN LEWIS VOTED TO BREAK TIE –**  
**BONNIE SCHULTZ ELECTED VICE CHAIRMAN**

11. Employee Evaluations  
**IN CLOSED SESSION**

**MOTION TO RETURN TO OPEN SESSION MADE BY: Kara Lamb**  
**SECONDED BY: Gloria Alexander**  
**MOTION CARRIED**

12. Annie Curtis called in;  
Board thanked Ms. Curtis for all her hard work.  
**MOTION TO AWARD STATE PLUS MERIT RAISE MADE BY: Bonnie Schultz**  
**SECONDED BY: Gloria Alexander**  
**MOTION CARRIED**  
Awarded state increase of 2% plus merit increase.

13. Nadine Griego called in:  
Board thanked Ms. Greigo for doing a very good job.  
**MOTION TO AWARD STATE PLUS MERIT RAISE MADE BY: Bonnie Schultz**  
**SECONDED BY: Gloria Alexander**  
**MOTION CARRIED**  
Awarded state salary increase of 2% plus merit increase.

14. Angela Browne called in:  
Board thanked Angela for all she does and told her they were grateful for her contribution  
**MOTION TO AWARD STATE PLUS MERIT RAISE MADE BY: Bonnie Schultz**  
**SECONDED BY: Gloria Alexander**  
**MOTION CARRIED**  
Awarded state increase of 2% plus merit increase.
15. Karen Crowley called in:  
Board thanked Karen for a great job and congratulated her on becoming a “regular” employee after passing her probationary period.  
**MOTION TO AWARD STATE INCREASE OF 2% MADE BY Bonnie Schultz**  
**SECONDED BY: Gloria Alexander**  
**MOTION CARRIED**  
Awarded state increase of 2%.
16. Mila Ortiz-Brothers called in:  
Board thanked Mila for all her hard work.  
**MOTION TO AWARD STATE PLUS MERIT RAISE MADE BY Bonnie Schultz**  
**SECONDED BY Gloria Alexander**  
**MOTION CARRIED**  
Awarded state increase of 2% plus merit increase.
17. Other Personnel discussion:
- a. Board reviewed state increase policy and found that all employees are entitled to the 2% increase which went into effect July 1<sup>st</sup>.
  - b. Board discussed salary reviews for Kathy Workman and Susan Padilla neither of whom were in attendance.
- Regarding Kathy Workman:**  
**MOTION TO AWARD STATE INCREASE MADE BY: Bonnie Schultz**  
**SECONDED BY Kara Lamb**  
**MOTION CARRIED**  
Awarded state salary increase 2%.
- Regarding Susan Padilla:**  
**MOTION TO AWARD STATE INCREASE MADE BY: Bonnie Schultz**  
**SECONDED BY Kara Lamb**  
**MOTION CARRIED**  
Awarded state increase of 2%.
18. Chairman Lewis called for Public Comment.  
None.
19. Chairman Lewis called for New Business and comments from Board Members.
- a. Linda Zesiger requested a new Board and Commissions Manual for all board members from Executive Director, Mila Ortiz-Brothers

No other new business was discussed.

**MOTION TO ADJOURN MADE BY Gloria Alexander**  
**SECONDED BY Kara Lamb**  
**MOTION CARRIED**